



The United States Agency for International Development (USAID) in Iraq is seeking applications for a one year position (with a possibility to extend) of:

HR Assistant
(Executive Office – Baghdad)

SOLICITATION No. **11-017**

OPENING DATE: **June 5, 2011**

CLOSING DATE: **June 26, 2011**

MARKET VALUE: **FSN-07 (USD22,539.00 – USD33,807.00 Basic Salary p.a.)**

POSITION GRADE: Full performance grade level for this position is: FSN-07. A training grade level, below FSN-07, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

BASIC FUNCTION OF POSITION:

Under the supervision of the Senior HR Specialist the incumbent serves as a member of the USAID/Iraq Human Resources Office, and performs a variety of technical HR administration and operational support activities for all categories of USAID/Iraq employees.

DETAILED DUTIES AND RESPONSIBILITIES

A. Work Plans, Performance Evaluation Reports, Position Descriptions and Personnel Actions
30% of time

Drafts or edits and transmits requests for regular, interim or other Work Plans (WP) and Performance Evaluation Reports (PER) for Iraq Mission staff, providing all needed information to assist supervisors and employees with the discharge of this responsibility. Follows up on and monitors their timely completion. When warranted, drafts and transmits notices on overdue reports, and prepares related lists for the HR Specialist. Establishes and/or modifies rating cycles, keeps abreast of changes in affecting rating cycles, based on information obtained from other HR staff, and/or compiled from HR documents or records; and modifies the related database system to ensure the maintenance of accurate and up-to-date information. Regularly checks the list of departing rating officers and requests interim reports, as appropriate. Responds to general questions and provides information to assist employees and/or supervisors in completing reports. Reviews completed reports to ensure accurate and thorough completion, requests/explains necessary modifications, processes completed reports, and updates the database system accordingly. Prepares related ad hoc reports, as requested.

U.S. Agency for International Development
USAID Executive Office / Human Resources
Baghdad, Iraq Box 47, Unit 47
APO AE 09870-2047 Office Tel: 202-216-6276 ext. 1298 (U.S.
number)

www.usaid.gov

Receives and reviews all new and revised position descriptions to ensure they are complete before processing for action. Provides requesting officials with information and/or related documents such as job description (JD) format and the CAJE classification questionnaire; and prepares JDs and related documents, as needed. Maintains automated log lists for incoming and completed classification requests to monitor the process & maintain statistics, drafts and processes action notifications to employees & managers, and updates or revises the HR database system, Official Personal Files (OPFs) and other records and/or reports. Maintains, organizes, and updates the FSN JD and classification files. Maintains automated classification historical file on abolished positions.

Develops and issues Personnel Actions for within grade increases on the basis of required supporting documentation and assists, as assigned, in issuing various other personnel actions, such as for promotion, appointment, separation, etc. Ensures that all necessary information for issuing the actions are provided to him/her and/or collected from the appropriate records and includes the remarks and information appropriate and necessary for each type of action. Ensures the completeness and distributes copies of all personnel actions issued by HR FSN to appropriate staff and organizations in a timely manner, and develops and maintains related logs.

B. Filing

20% of time

Maintains, organizes and updates Official Personnel Files (OPEFs) and PSC Contract files and ensures their completeness, accuracy and compliance with HR & contracting content requirements and organization. Maintains, organizes and updates a variety of other HR files and records, including subject files, chronological and historical files to ensure the maintenance of complete and accurate records. Searches files and records to extract data and/or assemble information required for various documents and/or reports or to provide information.

C. Staffing Reports

20% of time

Compiles data and/or documents and updates or revises database systems and other automated records to produce various reports including Mission Organizational Chart, Iraq Staffing Pattern, Supervisory List, Vacancies Status Report, Staffing Level Report, etc. Makes file copies and distributes or posts on the Mission intranet, as appropriate. Collects information and/or reports and updates and revises all Iraq employee records of the E-World database to reflect any organizational changes or changes in the various data elements of employee records, including backstopping & classification series codes, SCDs, etc., and to update staffing costs to ensure the accuracy and completeness of the quarterly WebPASS reports transmitted to AID/W. As needed, compiles data and develops any special reports on Iraq staff, using spreadsheet software, or other appropriate software.

D. Awards

20% of time

Serves as a focal point for the recording and processing of various award nominations. Reviews approved On-the-Spot Cash (OTSC) award nominations for Iraq employees to ensure thoroughness, budget availability and that amount(s) are within the authorized ceiling, and records, files and processes the awards. Updates and maintains related logs. Processes incentive award nominations within the Mission and to the Interagency Awards Committee and updates and maintains related logs and files. Ensures nominating officials are advised of decisions, notifies FMO to process payment for approved cash awards, and announces awards ceremonies. Develops lists of Iraq employees eligible for Length of Service Awards, and develops award certificates for Iraq staff for Length of Service Awards, Meritorious Honor Awards, and any other special awards. Assists in making logistical arrangements for Mission award ceremonies.

E. Other miscellaneous

10% of time

Performs various other administrative and clerical duties to ensure the provision of quality and timely services. Serves as the timekeeper for HR FSN, preparing T&A reports and maintaining related records, etc. Compiles and forwards welcome packages for new employees, contacts offices to assign sponsors and ensures the provision of information and guidance to the sponsor and new employee. Prepares the check-in and check out forms for new and separating employees respectively, and reviews completed ones to ensure accuracy and thoroughness, collects any necessary related documents, and processes for signature by the Executive Officer and files. Develops service letters for Iraq staff, letters for credit cards or bank loans, etc. Develops and sends responses/regrets, via email or letter, to candidates seeking employment with the Mission and/or unsuccessful applicants. Updates HR FSN forms, when necessary, and ensures the availability of hard and soft copies to provide to mission staff. Copies documents and mails various materials. Answers telephone calls, assists visitors, and responds to questions or refers to appropriate staff. Performs other HR duties, as needed.

MINIMUM QUALIFICATIONS AND SELECTION CRITERIA

a. Education (20 points): AA degree in Personnel/Human Resources Management, Business/Public Administration, International Relations, Law, Humanities or other related area, is required.

b. Experience (25 points): A minimum of four years of responsible administrative and clerical experience with a reputable English-speaking organization, preferably involving Human Resources/Personnel, are required. Previous experience in US Government HR is highly desirable.

c. Language Proficiency (20 points): Level IV language proficiency (fluent) in English and Arabic is required.

d. Knowledge (20 points): Thorough knowledge of standard office procedures and practices. Thorough knowledge of the requirements and procedures for preparing various HR forms, reports, correspondence, and documents, as well as the organization and maintenance of official personnel files.



Good knowledge of HR policies and procedures regarding a host of Iraq HR functions and services, as well as post and mission specific HR policies and procedures for Iraq staff. Good knowledge of the organization, structure, and functions of the USAID Mission in Iraq and familiarity with its programs and objectives. Familiarity with Iraq laws, regulations, practices and other factors affecting HR services is required.

e. Skills and Abilities (15 points): Excellent skills in using MS Word & Excel in a Windows environment are required. Skill in using other applications, e.g., Visio, Crystal report, etc. is highly desirable. English Typing Level II (40 wpm), with a high degree of accuracy is required, and Level I Arabic typing is highly desirable. Good mathematical skills are required. Excellent interpersonal skills, pleasant personality, customer-oriented, tactful, and courteous in dealing with Mission staff and office visitors are required. Good organizational skills, patience, and the ability to work under pressure and to deal with information in a confidential manner are required.

How to apply for this Solicitation

Interested applicants MUST submit the following materials:

- Most current Curriculum vitae or resume;
- Complete and hand-signed federal form OF-612 which is available at the USAID websites, www.usaid.gov/forms/, or at Federal offices;
- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: iraq-jobs@usaid.gov.

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Applicants are required to submit completed and hand-signed federal form OF-612 (including OF-612 continuation sheets as needed), in addition to the other documentation/information listed above.

Late, incomplete or unsigned applications will NOT be considered.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID Iraq
EXO/Human Resources
Job Application
USAID Compound
Email: iraq-jobs@usaid.gov
<http://iraq.usaid.gov/>

U.S. Agency for International Development
USAID Executive Office / Human Resources
Baghdad, Iraq Box 47, Unit 47
APO AE 09870-2047 Office Tel: 202-216-6276 ext. 1298 (U.S.
number)

www.usaid.gov